

## Utilizing Notice for Cases of Interest

Appellate CM/ECF allows any registered user to request notice of filings made in any case. In order to request notice in cases of interest, the following items are required:

- ✓ PC computer with Java 1.6 or higher installed
- ✓ [PACER account](#)
- ✓ 4<sup>th</sup> Circuit CM/ECF User Account
  - Any attorney with an CM/ECF account can utilize the Notice for Cases of Interest utility.
  - Any member of the public may request a “public interested party” CM/ECF account. Please see Registering for CM/ECF Public Interested Party Account for further information.

**NOTE:** With the exception of Court orders and opinions, electronic documents filed in immigration cases and social security cases cannot be accessed by members of the public via PACER. You may request notice of activity in social security and immigration cases, but you will only be able to view Court orders, opinions and judgments.

Once you have a PACER account and a CM/ECF account with the Fourth Circuit, follow the steps below to sign up for notice in a case or cases.

### • **Log into CM/ECF**

1. Go to <https://ecf.ca4.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>.
2. Enter your CM/ECF Login and Password.
3. Click **Login**.

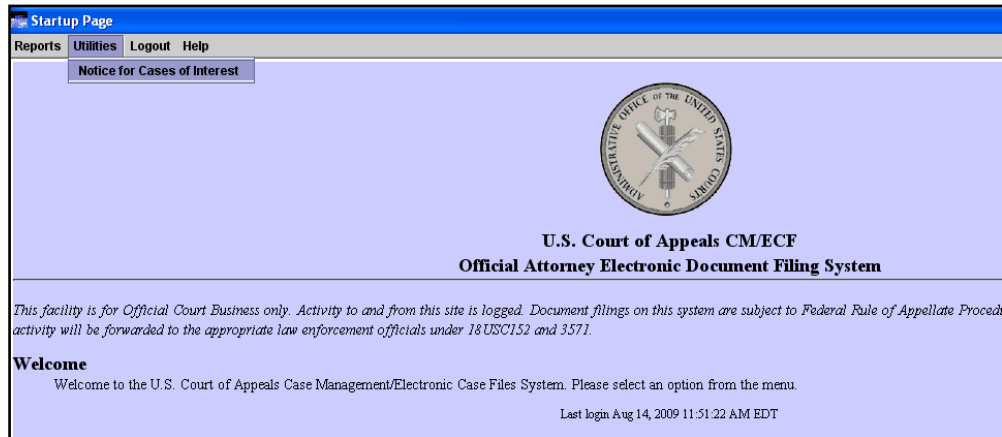
4. A black warning screen will appear while Java loads the CM/ECF application. This window must remain open while you use CM/ECF. If you do not have Java 1.6 or higher loaded, your computer will not advance to the Start Up Page.



5. You may receive a security warning after logging in. If you do, click the “Always trust this publisher” box, then click **Run**.
6. The *Startup Page* will launch on your screen.

- **Adding a Case to Your Notice List**

1. Select **Utilities** from the menu bar.
2. Select **Notice for Cases of Interest**.



3. The *Notice for Cases of Interest* screen will appear.

4. Enter the e-mail address or select an on-file e-mail address from the drop down menu where you want notices delivered. Only one email address may be selected for notice in cases of interest.
5. Enter the appellate case number of the case you are interested in.
6. Click **Search & Add**.
7. The case number and title will appear in the *Cases of Interest Selected* box.

8. Click **Update**.

Note: These settings will apply only to notices for cases of interest.

☒ Enter E-mail Address: user@user.com

☐ Choose E-mail Address on File: [dropdown]

Notice of Docket Activity Frequency: ☒ Individual for each transaction ☐ Daily summary

Enter Case Number: 09-1111 [Search & Add]

**Cases of Interest Selected**

[New]09-1111 Charles Williams v. Eric Holder, Jr.

[Remove]

[Update] [Done]

9. Click **OK** to confirm update
  10. Add any other case numbers you wish to receive notice of by following steps 5 through 9 for each case.
  11. Click **Done** after adding all cases of interest.
- **Removing a Case From Your Notice List**
    1. Select **Utilities** from the menu bar.
    2. Select **Notice for Cases of Interest**.
    3. Left-click the case number and title of the case you wish to remove.
    4. Click **Remove**.

Note: These settings will apply only to notices for cases of interest.

☒ Enter E-mail Address: user@user.com

☐ Choose E-mail Address on File: [dropdown]

Notice of Docket Activity Frequency: ☒ Individual for each transaction ☐ Daily summary

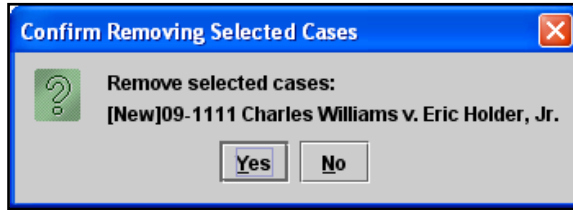
Enter Case Number: 09-1111 [Search & Add]

**Cases of Interest Selected**

[New]09-1111 Charles Williams v. Eric Holder, Jr.

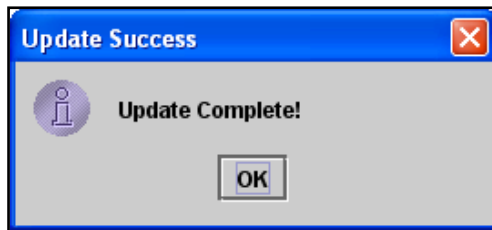
[Remove]

5. Click **Yes** to confirm removal of the selected case.



6. Click **Update**.

7. Click **OK** to confirm update.



8. Repeat steps 3 through 6 for all cases you wish to remove from your notice list.
9. Click **Done**.